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ABSTRACT

An Information Resources Workshop was conducted October 4-6, 1977 at Springfield, Illinois by the Resource and Referral Service in cooperation with the CEMREL Regional Exchange and the Illinois Office of Education. The 72 participants represented a variety of organizations and professional training. A sorting procedure was included as part of the registration card so that participants could be placed in groups with similar degrees of self-perceived expertise for the first day's sessions. They were regrouped for sessions the second day according to their areas of interest. Five different sessions were offered the second day; participants selected the three in which they were most interested. This report contains sections on planning the workshop; preparing workshop materials; preworkshop information; and the workshop. Appendices include a PERT chart for the workshop; a registration card; a workshop brochure; a one-page description of each workshop session; and a list of workshop participants. (Author/AWP)

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REPORT ON THE

INFORMATION RESOURCES WORKSHOP

October 4-6, 1977

Resource and Referral Service

Research and Development Exchange

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

John C. Peterson

The Center for Vocational Education

The Ohio State University

1960 Kenny Road

Columbus, Ohio 43210

November 4, 1977

IR000795

REPORT ON THE INFORMATION RESOURCES WORKSHOP

As part of the scope of work for the Resource and Referral Service a prototype of an Information Resources Workshop was conducted at Springfield, Illinois in cooperation with the CEMREL Regional Exchange and the Illinois Office of Education on October 4-6, 1977. A total of 72 people attended the workshop. This report contains sections on Planning the Workshop, Preparing Workshop Materials, Preworkshop Information, and The Workshop. The evaluation of the workshop is contained in a separate report: "Evaluation of the Information Resources Workshop."

Planning the Workshop

A meeting was held in Springfield May 16 and 17, 1977, to plan and coordinate the workshop. Dane Manis represented CEMREL, Carol Reisinger represented the Illinois Office of Education, and Kay A. Adams represented the Resource and Referral Service.

As a result of this meeting the following decisions were reached:

1. The workshop will be held in Springfield, Illinois at the IOE office, 100 N. First Street.

2. The dates of the workshop are August 2-4, 1977.

3. The target audiences for the workshop will include 50 persons from Illinois (SEA personnel, regional service teams, regional library directors and LEA representatives); 12-18 persons from the other nine states in the Midwest Region, and 8-10 persons from the 5 regional exchanges of RDx. Approximately 80 persons will attend the workshop.

In addition the roles and responsibilities of the agencies involved were decided and described. In essence, the Illinois SEA was to make all the local arrangements, select and notify participants in Illinois, help

with registration, and help prepare and pay for reproducing any materials during the workshop. CEMREL was to select and notify the out-of-state participants and mail information to participants. RRS was to design the program structure and content, design the instructional content, select and notify resource people/speakers, arrange for displays of resources, and design or adapt, package, and reproduce training materials. The ERIC Clearinghouses on Career Education, Reading and Communication Skills, and Early Childhood, and the AIM/ARM Project would be asked to provide resource persons/speakers.

A second planning meeting was scheduled during the Dissemination Forum, the week of June 20, 1977. At this meeting, RRS submitted sample workshop materials. These sample materials consisted of lists of proposed databases and dissemination systems, sample descriptive pages for the databases and dissemination systems, a proposed format of the workshop, and a sample brochure. Reactions to these sample materials were received from members of RDx and NIE. As a result of suggestions from these people, the materials were modified. In addition, a change in the dates of the workshop was requested so that the speakers would have an adequate time to prepare and so prospective participants would have sufficient time to become aware of, and schedule the workshop. The new dates for the workshop, agreed to by those present at the meeting, were September 27-29 with October 4-6, 1977, as alternative dates. As Carol Reisinger preferred the October dates, the workshop was scheduled for October 4-6. Based upon these dates, a PERT Chart was developed for the workshop (see Appendix A).

During this meeting at the Forum, Joel Magisos, representing RRS, met with Dane Manis and Carol Reisinger to discuss the workshop. The primary concern was the preparation of instruction for a wide variety of participants with varying qualifications. A sorting procedure was included

as part of the registration card (see Appendix B) so that participants could be placed into groups with similar degrees of self-perceived expertise. The plan was to have the first day's sessions grouped according to participants' indicated level of expertise. Sessions the second day would be according to various topics of interest. Five different sessions would be offered and participants would select the three in which they were most interested. Examination of the workshop brochure (Appendix C) indicates how the sessions were organized.

About this time, Dr. Adams assumed other duties at The Center for Vocational Education and responsibility for organizing the workshop was assumed by John C. Peterson. Drs. Adams and Peterson had jointly planned the format for the workshop and so the transition went very smoothly.

After the workshop format had been approved, the presenter-leaders for the groups were selected. With the exception of Carolyn Trohoski, who was to speak at the opening session, all of the presenters would lead several different sessions. A one-page description of each session was mailed to each of the session leaders. These Descriptions (Appendix D) indicated when the session was to be scheduled, what the session should involve, who was likely to attend, and an indication of whether RRS was going to prepare materials or the leader was expected to prepare materials. In addition, each speaker was asked to complete biographical information sheets and audio-visual request sheets.

Preparing Workshop Materials

RRS staff assumed the responsibility for preparing workshop materials for two of the sessions: "Small Group Session I--Databases" and "Small Group Session II--Dissemination Systems." One-page synopses of 32 different databases and 13 dissemination systems were prepared. These synopses were refinements of the samples that were distributed and discussed at the

Dissemination Forum. In addition, computer searches were run on 20 of the databases. The same question was searched in each database. The question, "How can the reading ability of adults be improved?" was selected because it involved one of the priority areas of RDx (reading) and because it would probably result in some output from each of the databases without a plethora of output. The purpose of the computer searches was to be able to provide workshop participants with a concrete example of the different descriptors, format, and output that can be expected from each of these selected databases. The number of citations for the databases range from 54 for ERIC and 32 for LIBA to one each for GIS and CRECORD. Samples from these searches followed the appropriate one-page descriptions of the databases in the workshop notebook, Information Resources--1977.

In order to prepare the one-page descriptions, representatives of each of the various databases were contacted. They were asked to confirm or correct the information that had been collected about their databases, to provide additional information, for permission to use their name as a contact person for additional questions, and to send any informative literature about their database in sufficient quantity for each of the participants.

Preworkshop Information

To help with registration, packets of materials were prepared by the Illinois Office of Education. These packets contained information about Springfield, Illinois, a hotel brochure and registration card, airline and train information for getting to Springfield, and a map of the Illinois Office of Education Building. These packets were sent to RRS where a workshop brochure and a registration card were inserted. The envelops were addressed and mailed first class to the participants listed by Carol Reisinger and Dane Manis.

The only significant problem prior to the beginning of the workshop was the failure of several invited perticipants to receive the information packages. There did not seem to be any valid explanation for their not receiving the materials. The information was sent first class and the addresses were the same as the addresses of other people who did receive the materials. (In fact, the first person to register was from this address.) Whatever the reason, Carol Reisinger became aware that materials had not been received when she checked to see why they had not returned their registration cards. A set of 12 brochures and registration cards were sent to Ms. Reisinger so that she could distribute them to those who had not already received them.

The Workshop

A total of 72 participants were at the Information Resources Workshop. A complete list of participants is in Appendix E. During registration the morning the workshop began one table was used for registration materials. Here participants received their name tags, the Information Resources--1977 notebook, an envelop in which they could place brochures, and purchased luncheon tickets. Three tables were filled with brochures provided by various databases and dissemination systems. Participants were able to obtain many brochures about these organizations to supplement the information in the notebook.

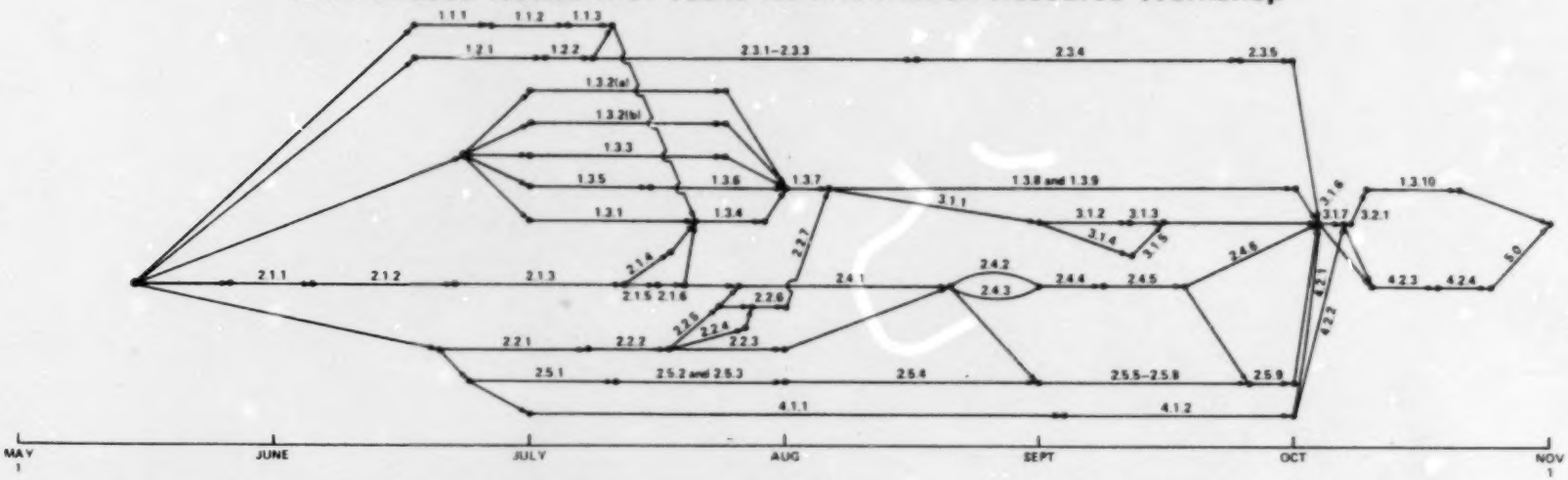
The workshop seemed to proceed smoothly. The participants' reactions and the apparent effectiveness of the workshop are contained in the report entitled "Evaluation of the Information Resources Workshop."

APPENDIX A

PERT CHART FOR

INFORMATION RESOURCES WORKSHOP

Time-Phased Network of Tasks for Information Resource Workshop



1.0 MAKE ARRANGEMENTS FOR SELECTION OF DATE, SITE, AND PARTICIPANTS

1.1 SELECT WORKSHOP DATES
- 1.1.1 CHOOSE PRIMARY AND ALTERNATE WORKSHOP DATES
- 1.1.2 CLEAR PRIMARY AND ALTERNATE WORKSHOP DATES WITH:
  - (a) LOCAL SPONSOR
  - (b) LOCAL MOTELS
  - (c) LOCAL FACILITIES (RE SITES)
- 1.1.3 SELECT FINAL WORKSHOP DATES

1.2 SELECT WORKSHOP SITE
- 1.2.1 CONTACT LOCAL FACILITIES TO INQUIRE ABOUT AVAILABILITY OF NECESSARY WORKSHOP ARRANGEMENTS
  - (a) ROOM(S) EQUIPPED AS IN 2.3.1
  - (b) OVERNIGHT ACCOMMODATIONS FOR PARTICIPANTS
  - (c) PROXIMITY TO LUNCHEON FACILITIES
- 1.2.2 SELECT LOCAL FACILITIES

1.3 SELECT WORKSHOP PARTICIPANTS
- 1.3.1 PREPARE BROCHURE ABOUT WORKSHOP TO BE INCLUDED WITH WORKSHOP PUBLICITY
- 1.3.2 OBTAIN MAILING LISTS OF:
  - (a) ALL IN STATE INVITEES
  - (b) ALL OUT OF STATE INVITEES
- 1.3.3 PREPARE:
  - (a) WORKSHOP REGISTRATION CARD
  - (b) BACKGROUND AND INTEREST QUESTIONNAIRE
- 1.3.4 PRINT WORKSHOP BROCHURE
- 1.3.5 OBTAIN MATERIALS FOR WORKSHOP PACKETS
  - (a) TRANSPORTATION (AIRLINES, AMTRAC, TAXI, ETC.)
  - (b) LOCAL MAP SHOWING WORKSHOP SITE AND MOTEL
  - (c) LOCAL PUBLICITY (WHAT TO SEE & DO IN ...)
  - (d) LOCAL RESTAURANT LIST
  - (e) MOTEL RESERVATION CARDS
  - (f) WORKSHOP REGISTRATION CARDS
  - (g) BACKGROUND AND INTEREST QUESTIONNAIRE
- 1.3.6 DUPLICATE SUFFICIENT COPIES OF PACKET MATERIALS IN 1.3.4 FOR MAILING TO INVITEES
- 1.3.7 MAIL WORKSHOP INVITATIONS/PACKETS TO INVITEES
- 1.3.8 REGISTER WORKSHOP PARTICIPANTS AS REGISTRATION CARDS ARE RETURNED
- 1.3.9 SEND A LETTER (OR C RD) OF CONFIRMATION TO PARTICIPANTS
- 1.3.10 SEND THANK YOU LETTERS TO PARTICIPANTS FOR BEING IN THE WORKSHOP

2.0 PLAN WORKSHOP

2.1 DEVELOP 2-DAY IRU WORKSHOP INSTRUCTIONAL STRATEGIES
- 2.1.1 DEVELOP WORKSHOP OBJECTIVES
- 2.1.2 DESIGN WORKSHOP FORMAT INCLUDING:
  - (a) TOPICS FOR EACH SESSION
  - (b) LENGTHS OF SESSIONS
- 2.1.3 WRITE DETAILED DESCRIPTION OF EACH SESSION INCLUDING:
  - (a) DESCRIPTION OF SESSION
  - (b) DUE DATE FOR SPEAKERS TO HAVE "HAND-OUT" MATERIALS TO US
  - (c) DUE DATE FOR A-V LIST
- 2.1.4 WRITE ONE SENTENCE DESCRIPTION FOR EACH SESSION
- 2.1.5 SELECT WORKSHOP SPEAKERS FOR:
  - (a) GREETINGS AND OPENING REMARKS
  - (b) GENERAL AND/OR KEYNOTE MEETINGS
  - (c) SMALL GROUP SESSIONS
- 2.1.6 INVITE SPEAKERS

2.2 DEVELOP 1 DAY IRU TRAINING WORKSHOP
- 2.2.1 DEVELOP WORKSHOP OBJECTIVES
- 2.2.2 DESIGN WORKSHOP FORMAT
- 2.2.3 WRITE DETAILED DESCRIPTION OF EACH SESSION INCLUDING:
  - (a) DESCRIPTION OF SESSION
  - (b) DUE DATE FOR SPEAKERS TO HAVE "HANDS ON" MATERIALS TO US
  - (c) DUE DATE FOR A-V LIST
- 2.2.4 WRITE ONE SENTENCE DESCRIPTION OF EACH SESSION
- 2.2.5 SELECT AND INVITE WORKSHOP SPEAKERS
- 2.2.6 PRINT TRAINING WORKSHOP FLYER
- 2.2.7 INCLUDE TRAINING WORKSHOP FLYER TO THOSE DESIGNATED TO ATTEND 3RD DAY WORKSHOP

2.3 MAKE LOCAL SITE ARRANGEMENTS
- 2.3.1 MAKE ROOM ARRANGEMENT
  - (a) REGISTRATION AREA
  - (b) ROOM LARGE ENOUGH FOR 180 PEOPLE CLASSROOM STYLE
  - (c) 4-5 SMALL ROOMS FOR 20-25 PEOPLE EACH (ONE OF THESE WILL NEED WORK TABLES)
- 2.3.2 ARRANGE FOR REGISTRATION AREA WHICH INCLUDES:
  - (a) TABLES
  - (b) CHAIRS
  - (c) TELEPHONE MESSAGE CENTER
  - (d) NAME TAGS
  - (e) SUPPLIES
  - (f) COAT RACKS
- 2.3.3 ARRANGE FOR:
  - (a) LUNCHEON
  - (b) COFFEE BREAKS
- 2.3.4 CONFIRM SITE ARRANGEMENTS FOR:
  - (a) FACILITIES
  - (b) MEALS
  - (c) COFFEE BREAKS
  - (d) PARKING
- 2.3.5 FINAL CHECK OF SITE ARRANGEMENTS

2.4 DEVELOP WORKSHOP MATERIALS
- 2.4.1 OBTAIN FROM SPEAKERS LISTS OF MATERIALS NEEDED INCLUDING:
  - (a) PRINTED MATERIAL
  - (b) A-V MATERIAL
  - (c) HAND-OUTS TO PARTICIPANTS
- 2.4.2 DESIGN ANY NEEDED WORKSHOP HANDOUTS
- 2.4.3 DESIGN AND PREPARE ANY NEEDED OVERHEAD VISUALS
- 2.4.4 PREPARE MATERIALS FOR DUPLICATION BY HAVING NECESSARY TYPING AND GRAPHICS DONE
- 2.4.5 PRINT ENOUGH WORKSHOP HANDOUTS FOR EACH PARTICIPANT AND SPEAKER
- 2.4.6 SEND COPY OF HANDOUTS TO SPEAKERS

2.5 MAKE WORKSHOP ARRANGEMENTS
- 2.5.1 ORDER ANY NEEDED MATERIALS
- 2.5.2 OBTAIN BROCHURES FROM ERIC CLEARINGHOUSES
- 2.5.3 OBTAIN BROCHURES FROM OTHER INTERESTED AGENCIES
  - (a) RISE
  - (b) SMERC
  - (c) RRS
  - (d) RDx
- 2.5.4 ARRANGE FOR AUDIO VISUAL EQUIPMENT
  - (a) OVERHEAD PROJECTOR WITH SPACE BULB
  - (b) EXTENSION CORDS AND ADAPTERS
  - (c) SCREEN
  - (d) CHALKBOARDS, CHALK, ERASERS
  - (e) CASSETTE TAPE PLAYER
  - (f) VIDEO TAPE PLAYER (AND SCREENS)
  - (g) ON-LINE COMPUTER TERMINALS
- 2.5.5 ASSEMBLE WORKSHOP MATERIALS
  - (a) OVERHEAD VISUALS
  - (b) HANDOUTS
  - (c) BROCHURES
- 2.5.6 PREPARE ALL INSTRUCTIONAL MATERIALS
- 2.5.7 PREPARE NAME TAGS FOR EACH WORKSHOP PARTICIPANT AND WORKSHOP STAFF
- 2.5.8 PREPARE SIGNS FOR WORKSHOP SITE
- 2.5.9 PREPARE PARTICIPANT PACKETS
  - (a) ERIC BROCHURES
  - (b) RDx & RRS BROCHURES
  - (c) LIST OF PARTICIPANTS AND WORKSHOP STAFF
  - (d) AGENDA W/ROOM NUMBERS
  - (e) HANDOUTS, E.G., DATA BASES, DISSEMINATION SYSTEMS, ETC.

3.0 HOLD WORKSHOP

3.1 CONDUCT 2-DAY INFORMATION RESOURCE UTILIZATION (IRU) WORKSHOP
- 3.1.1 CONDUCT PRE-WORKSHOP SURVEY OF PARTICIPANTS' BACKGROUND AND INTEREST
- 3.1.2 GROUP PARTICIPANTS ACCORDING TO BACKGROUND
- 3.1.3 NOTIFY SPEAKERS OF THE INTEREST OF PARTICIPANTS THAT WILL BE IN THEIR GROUP
- 3.1.4 GROUP PARTICIPANTS ACCORDING TO INTERESTS
- 3.1.5 ASSIGN PARTICIPANTS TO INTEREST GROUP
- 3.1.6 REGISTER PARTICIPANTS
  - (a) DISTRIBUTE REGISTRATION PACKETS
  - (b) COLLECT LUNCH MONEY
- 3.1.7 CONDUCT WORKSHOP ACCORDING TO THE DESIGN IN 2.1

3.2 CONDUCT 1-DAY IRU TRAINING WORKSHOP
- 3.2.1 CONDUCT WORKSHOP ACCORDING TO THE DESIGN IN 2.2

4.0 EVALUATE WORKSHOP

4.1 DEVELOP WORKSHOP EVALUATION PLAN
- 4.1.1 DESIGN EVALUATION FORMS
  - (a) PRE POST TEST
  - (b) ATTITUDE FORM
- 4.1.2 PRINT EVALUATION FORMS

4.2 EVALUATE WORKSHOPS
- 4.2.1 DISTRIBUTE PRE TEST EVALUATION FORMS TO PARTICIPANTS AND COLLECT
- 4.2.2 DISTRIBUTE & COLLECT POST-TEST AND ATTITUDE EVALUATION FORMS
- 4.2.3 ANALYZE PRE-POST DATA AND ATTITUDE DATA
- 4.2.4 RECOMMEND REVISIONS IN WORKSHOP BASED UPON EVALUATION ANALYSIS

5.0 PREPARE WORKSHOP REPORT

APPENDIX B

WORKSHOP REGISTRATION CARD

BUSINESS REPLY MAIL
First Class Permit No. 184, Columbus, Ohio

John C. Peterson
Resource and Referral Service
The Center for Vocational Education
1960 Kenny Road
Columbus, Ohio 43210

No Postage Stamp Necessary If Mailed in the United States

Postage Will Be Paid by Addressee

4270-659207-224A
The Center for Vocational Education
1960 Kenny Road
Columbus, Ohio 43210

INFORMATION RESOURCES WORKSHOP

October 4 & 5, 1977
Springfield, Illinois

REGISTRATION

Name _____ Title _____

Organization _____ Phone _____

Address _____ State _____ Zip _____

- Please check the three topics you wish to attend during the three Interest Sessions on October 5.

____ Topic A: Selective Dissemination of Information (SDI)/Product Development
____ Topic B: Information Resource Center Management
____ Topic C: Computer Assisted Information Retrieval
____ Topic D: Evaluation and Use of Information
____ Topic E: Videotape: ERIC
____ Topic Suggestion: _____

- Please indicate if you plan to have lunch at John's Lounge, October 4: YES _____ NO _____
(Did you indicate your preferences of group sessions on the other side?)

GROUP PREFERENCE

Instruction: Please designate (✓) your preference of assignment to the Small Group Sessions on October 4. This will help provide guidelines for developing workshop materials appropriate and useful to you and other participants.

- Small Group Session I, DATA BASES, will deal with:
  - ERIC—its content, organization, access tools, and procedures for use.
  - Other data bases (e.g., NTIS, Soc. Abstracts, etc.)—their organization, access tools, and procedures for use.
  - Appropriate descriptors to use with different data bases.
  - How outputs from various data bases differ.

  Choice of Group:
  - _____Participants have no prior experience or training in this area.
  - _____Participants have some practical experience and/or study in this area.
  - _____Participants have a fair amount of experience and formal training in this area.
  - _____Participants have extensive experience and knowledge in this area.

- Small Group Session II, DISSEMINATION SYSTEMS, will deal with:
  - Features and uses of dissemination systems (e.g., RISE, RDx, etc.)
  - Different services performed by various dissemination systems.
  - Products developed by various dissemination systems.
  - Different audiences served by various dissemination systems.

  Choice of Group:
  - _____Participants have no prior experience or training in this area.
  - _____Participants have some practical experience and/or study in this area.
  - _____Participants have a fair amount of experience and formal training in this area.
  - _____Participants have extensive experience and knowledge in this area.

- Small Group Session III, INFORMATION RETRIEVAL: ~~DEMONSTRATION~~ and PRACTICE, will deal with:
  - Transforming problems into information search strategies.
  - Conducting a manual search of ERIC.
  - Conducting an on-line (computer) search of ERIC.
  - Conducting searches (manual and on-line) of data bases other than ERIC.

  Choice of Group:
  - _____Participants have no prior experience or training in this area.
  - _____Participants have some practical experience and/or study in this area.
  - _____Participants have a fair amount of experience and formal training in this area.
  - _____Participants have extensive experience and knowledge in this area.

Please tape or staple this registration/preference card and return by September 1, 1977. Make sure the return address is on the outside. Thank you.

(Did you complete the registration form on the other side?)

APPENDIX C

WORKSHOP BROCHURE

9:30 a.m. to 2:15 p.m. Interest Sessions I – III

The five topics below will be offered during *each* Interest Session at 9:30, 10:30 and 1:00. Participants should select three topics to attend. (Please indicate selections on Registration Card.)

Topic A: SELECTIVE DISSEMINATION OF INFORMATION (SDI) AND PRODUCT DEVELOPMENT
Kathleen Jezierski
How to reduce information overload through screening, reducing, and targeting information for specific needs, followed by hands-on practice in developing information products.

Topic B: INFORMATION RESOURCE CENTER MANAGEMENT
Ruth Gordon
How to make better use of libraries and other resource centers. Develop strategies for indexing, processing, maintaining, retrieving, and loaning materials in IR centers.

Topic C: COMPUTER ASSISTED INFORMATION RETRIEVAL
Mima Spencer, Mindy Klein, and Norma Howard
Advanced use of on-line computer for information retrieval. (Participants should have selected a topic and appropriate descriptors prior to attending session.)

Topic D: EVALUATION AND USE OF INFORMATION
Holly O'Donnell and Linda Reed
Specific techniques for evaluating and selecting information gathered from a search. Suggestions for the organization and use of this information.

Topic E: VIDEOTAPE: ERIC
A selection of tapes introducing and explaining various components of the ERIC system.

9:30 a.m. Interest Session I

10:30 a.m. Interest Session II

11:30 a.m. Lunch. Please check Springfield restaurant sheet.

1:00 p.m. Interest Session III

2:15 p.m. Summary Session
WHAT NEXT?
Panel of Participants—a discussion of the workshop, questions that were answered, and areas that still need work.

3:30 p.m. Workshop evaluation

4:00 p.m. Adjourn

Please complete and return enclosed registration card.

ACCOMMODATIONS

A block of rooms has been reserved at the Forum Thirty on 7th and Adams, a ten minute walk from the IOE offices. For conference rates ($18.00 single; $28.00 double) specify that you are with the Illinois Office of Education group. Reservations may be made by calling Forum Thirty at (217) 789-1530 or by using the enclosed reservation card.

For more information contact:

Carol Reisinger
Illinois Resource & Dissemination Network
Illinois Office of Education
100 N. First Street
Springfield, Illinois 62777
(217) 782-0762

ADDITIONAL INFORMATION

For more specific information regarding workshop content and procedures contact:

John C. Peterson
Resource and Referral Service
The Center for Vocational Education
1960 Kenny Road
Columbus, Ohio 43210
(614) 486-3655

This workshop has been made possible through resources provided by the National Institute of Education and the Illinois Office of Education. RRS and the Midwest Regional Exchange are part of the R&D Exchange, a nationwide dissemination project.

THE CENTER FOR VOCATIONAL EDUCATION
The Ohio State University · 1960 Kenny Road · Columbus, Ohio 43210

INFORMATION RESOURCES WORKSHOP

OCTOBER 4 & 5, 1977
SPRINGFIELD, ILLINOIS

Jointly Sponsored by:

- **Resource & Referral Service**
  The Center for Vocational Education
  Columbus, Ohio
- **Midwest Regional Exchange**
  CEMREL, Inc.
  St. Louis, Missouri
- **Illinois Resource and Dissemination Network**
  Illinois Office of Education
  Springfield, Illinois

The Information Resources Workshop will be held:

Tuesday, October 4, and
Wednesday, October 5, 1977
at the
Illinois Office of Education (IOE)
100 North First Street
Springfield, Illinois
(217) 789-1530

The workshop is offered by invitation to individuals from Illinois, the Midwest Region states, and from the Regional Exchanges who are involved in dissemination or interested in learning more about the effective use of information resources.

The workshop presentations will provide an understanding of information resource systems, data bases, and information retrieval strategies relevant to those involved in education. Participatory activities will provide experiences in conducting manual and on-line searches, utilizing retrieved information, and creating information products.

Selected individuals will remain for a third day, October 6, to plan, organize and develop an information resource utilization workshop.

OBJECTIVES

As a result of this workshop participants will be able to:

1. Describe the content, file organization, access tools, and access points of several *data bases* (e.g., ERIC, Dis.Abs., Scisearch).

2. Describe current *dissemination systems, networks,* and *projects* in terms of: What each is, how each works, and how to use each (e.g., RISE, NDN).

3. Clarify and transform a given educational problem into a search strategy—conduct a manual search for information from ERIC and another data base. Conduct or simulate an on-line computerized search of ERIC and another base. Compile, screen, and organize search outputs.

4. Design and develop a medium length and/or a short length information product.

5. Develop strategies for evaluating, selecting and disseminating information to different groups.

6. Develop strategies for indexing, processing, maintaining, retrieving, and loaning materials in information centers.

7. Define their own role in information exchange in light of workshop learnings and their own organizational constraints.

Information Resources Workshop
AGENDA
October 4, 1977

8:30 a.m. Registration and Coffee

9:00 a.m. Welcoming Remarks:
John S. Peterson, Resource & Referral Service Columbus, Ohio
Carol Reisinger, Illinois Office of Education, Springfield, Illinois
Dane Mannis, Midwest Regional Exchange, St. Louis, Missouri

9:45 a.m. Opening Address:
A PANORAMIC VIEW OF INFORMATION SYSTEMS
Carolyn Trohoski, RISE,
King of Prussia, Pennsylvania
An overview of information systems and their function in improving education.

10:45 a.m. General Session I
INFORMATION RETRIEVAL STRATEGIES
Ruth Gordon, ERIC/Career Education, Columbus, Ohio
Kathleen Jezierski, AIM/ARM, Columbus, Ohio

11:30 a.m. Lunch — John's Lounge
Tickets may be purchased at registration.

1:00 p.m. to 5:00 p.m. Small Group Sessions I — III
Ruth Gordon, ERIC/Career Education, Columbus, Ohio
Norma Howard, ERIC/Early Childhood Education, Urbana, Illinois
Kathleen Jezierski, AIM/ARM, Columbus, Ohio

1:00 p.m. to 5:00 p.m. Small Group Sessions I — III (continued)
Mindy Klein, ERIC/Early Childhood Education, Urbana, Illinois
Holly O'Donnell, ERIC Reading and Communication Skills, Urbana, Illinois
Linda Reed, ERIC/Reading and Communication Skills, Urbana, Illinois
Mima Spencer, ERIC/Early Childhood Education, Urbana, Illinois

Participants will be grouped according to prior experience, interest, and need.

1:00 p.m. Small Group Session I
DATA BASES
Overview of data bases useful in education with a closer examination of selected ones.

1:55 p.m. Small Group Session II
DISSEMINATION SYSTEMS
Examination of current dissemination networks, organizations, projects, and their products.

2:45 p.m. Refreshment Break

3:00 p.m. Small Group Session III
INFORMATION RETRIEVAL: DEMONSTRATION AND PRACTICE
Hands-on experiences in searching for information using manual and computer techniques.

5:00 p.m. Adjourn

6:00 p.m. Informal Information Exchange

October 5, 1977

8:00 a.m. Coffee

8:30 a.m. General Session II
INFORMATION SERVICES
Ruth Gordon, Kathleen Jezierski
Holly O'Donnell, Mima Spencer
Once information retrieval has been completed, how can it be used to help teachers, administrators, and researchers? Brief descriptions of the Interest Sessions topics will be presented.

APPENDIX D

DESCRIPTIONS OF WORKSHOP SESSIONS

SENT TO SPEAKERS

SESSION: Opening Address

TITLE: A Panoramic View of Information Systems

DATE: October 4, 1977

TIME: 9:45 - 10:45 A.M.

SHORT DESCRIPTION IN BROCHURE: An overview of information systems and their function in improving education.

LONGER DESCRIPTION FOR SPEAKER:

Type of Audience: All workshop participants will attend this session. Workshop attendance is limited to 50 individuals from Illinois, 20 from other states in the Midwest Region, and 10 from the Regional Exchanges. All will be involved in dissemination or interested in learning more about the effective use of information resources.

Objective: To inspire and orient workshop participants to the potentials of using information systems to improve education.

Discussion: The speaker will have a great deal of latitude in developing content. This is the opening address and so it should help the workshop begin with an "upbeat." Some of the following topics might be included:

(1) A brief history of the use of information systems in education.

(2) A rationale for information systems in light of the proliferation of available information.

(3) Various types of information systems appropriate for different audiences in education.

(4) "Inspiration" for current usage and projecting future developments and uses, e.g. home usage, international cooperation.

(5) Orientation to using information systems.

Materials: No materials were developed specifically for this session by RRS staff.

PLEASE SEND THE FOLLOWING BY THE INDICATED DATES TO: John C. Peterson, RRS
The Center for Vocational Education
1960 Kenny Road
Columbus, Ohio 43210

September 15, 1977: Arrangements sheet
Biographical Information sheet.

SESSION: General Session I

TITLE: Information Retrieval Strategies

DATE: October 4, 1977

TIME: 10:45 - 11:30 AM

SHORT DESCRIPTION IN BROCHURE: Necessary procedures for efficient retrieval of useful information.

LONGER DESCRIPTION FOR SPEAKER:

Type of audience: All workshop participants will attend this session. Workshop attendance is limited to 50 individuals from Illinois, 20 from other states in the Midwest Region, and 10 from the Regional Exchanges. All will be involved in dissemination or interested in learning more about the effective use of information resources.

Objective: Participants will be able to clarify and transform a problem into a search strategy by the end of this session.

Discussion: In general, the speaker will discuss procedures for initiating searches. Specific directions will be presented for typical searches dealing with problems of interest to educators.

A clearly stated problem is needed prior to conducting a search. What are the necessary steps for clarifying the problem so that a search may begin? What is the procedure of changing the problem into a search strategy? How are the descriptors selected? How do the descriptors differ for ERIC, Dissertation Abstracts, Psych. Abstracts, ENVIROLINE, and other data bases? Which are the best descriptors to select if more than one system is to be searched? Should all source documents cited under that descriptor be retrieved, or should retrieved source documents satisfy two or more descriptors?

Materials: Speaker is encouraged to develop appropriate materials and send to indicated address by August 20. None developed specifically for this session by RRS staff. Participants will receive registration packets with brief overviews of data bases useful to educators.

PLEASE SEND THE FOLLOWING BY THE INDICATED DATES TO: John C. Peterson, RRS
The Center for Vocational Education
1960 Kenny Road
Columbus, Ohio 43210

August 20, 1977: Copy of handouts/overhead transparencies

September 15, 1977: Arrangements sheet

Biographical Information sheet

SESSION: Small Group Session I

TITLE: Data Bases

DATE: October 4, 1977

TIME: 1:00 - 1:50 P.M.

SHORT DESCRIPTION IN BROCHURE: Overview of data bases useful in education with a closer examination of selected ones.

LONGER DESCRIPTION FOR SPEAKER:

Type of audience: Participants will be grouped according to their expertise and prior experience with data bases. Your group of 15-20 people will have a high-middle-low degree of expertise. More information may be sent after pre-registration.

Workshop attendance is limited to 50 individuals from Illinois, 20 from other states in the Midwest Region, and 10 from the Regional Exchanges. All will be involved in dissemination or interested in learning more about the effective use of information resources.

Objective: Participants will be able to describe the content, file organization, access tools, and access points of several data bases.

Discussion: The speaker should design this session to fit the background and expertise of the people in the group.

Briefly describe some of the different data bases listed in the Data Bases section of the notebook materials provided at registration. Take enough time so that all participants will understand what information is on the one-page information sheets and how the sheets can be used.

Most of the time should be spent on the detailed data base sections. These have all been prepared to respond to the question: "How can the reading ability of adults be improved?" Detailed information on each data base will include the descriptors used, number of documents for each descriptor and for descriptor combinations, list of titles, and a sample of the printed output. Show how descriptors and outputs change as different data bases are used.

Materials: Registration packets received by participants will include one-page summary sheets on over twenty data bases useful to educators. Packets will also include in-depth information on ERIC, Dissertation Abstracts, Sociological Abstracts, and Smithsonian Science Information Exchange. In-depth information will include a sample output for the same problem from each data base.

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The Center for Vocational Education
1960 Kenny Road
Columbus, Ohio 43210

August 20, 1977: Copy of any additional handouts/overhead transparencies
September 15, 1977: Arrangements sheet
Biographical Information sheet

SESSION: Small Group Session II

TITLE: Dissemination Systems

DATA: October 4, 1977

TIME: 1:55 - 2:45 P.M.

SHORT DESCRIPTION IN BROCHURES: Examination of current dissemination networks, organizations, projects, and their products.

LONGER DESCRIPTION FOR SPEAKER:

Type of audience: Participants will be grouped according to their expertise and prior experience with dissemination systems. Your group of 15-20 people will have a high-middle-low degree of expertise. More information may be sent after pre-registration.

Workshop attendance is limited to 50 individuals from Illinois, 20 from other states in the Midwest Region, and 10 from the Regional Exchanges. All will be involved in dissemination or interested in learning more about the effective use of information resources.

Objective: Participants will be able to describe current dissemination systems, networks, and projects in terms of: What each is, How each works, and How each can be used.

Discussion: The speaker should design this session to fit the background and expertise of the people in the group. RRS developed materials should be used, although additional speaker-developed handouts are encouraged.
Discuss the one-page summary sheets that have been used for dissemination systems. Clarify any of the categories that participants may not understand and explain how the sheets may be used.

Select several dissemination systems and compare their information on the summary sheets. How do these systems differ? How are they alike? What types of products do they have? Who do they serve? What services do they perform? Would they be helpful in answering the question: "How can the reading ability of adults be improved?" What additional information about these organizations might be useful?

Materials: Registration packets received by participants will include one-page summary sheets of at least ten dissemination systems.

PLEASE SEND THE FOLLOWING BY THE INDICATED DATES TO: John C. Peterson, RRS
The Center for Vocational Education
1960 Kenny Road
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August 20, 1977: A copy of any additional handouts/overhead transparencies

September 15, 1977: Arrangements sheet
Biographical Information sheet

SESSION: Small Group Session III

TITLE: Information Retrieval: Demonstration and Practice

DATE: October 4, 1977

TIME: 3:00 - 5:00 P.M.

SHORT DESCRIPTION IN BROCHURE: Hands-on experiences in searching for information using manual and computer techniques.

LONGER DESCRIPTION FOR SPEAKER:

Type of audience: Participants will be grouped according to their expertise and prior experience with information retrieval. Your group of 15-20 people will have a high-middle-low degree of expertise. More information will be sent after pre-registration.

Workshop attendance is limited to 50 individuals from Illinois, 20 from other states in the Midwest Region, and 10 from the Regional Exchanges. All will be involved in dissemination or interested in learning more about the effective use of information resources.

Objective: Participants will be able to (1) clarify and transform a given problem into a search strategy, (2) conduct a manual search for information of ERIC and another data base, and (3) conduct or simulate an on-line computerized search of ERIC and another data base.

Discussion: The group leader should design this session to fit the background and expertise of the people in the group.

This is an opportunity for the participants to use all that they have learned today. Participants may work individually or in small groups. They should select a search topic either from the list of suggested topics in the registration materials or one of their own interest. They should first select a search strategy, the data bases they wish to search, appropriate descriptors, etc. After they have finished planning their search strategy, they should conduct a manual or on-line search. This is meant to be a working session for the participants. Group leaders should facilitate and answer questions.

Materials: Participants will receive a list of possible search topics with their registration materials. Each group should have at least one set of RIE, CIJE, and ERIC Thesaurus and a set of another data base. OIOE has three DIALOG terminals. These will have to be shared.

PLEASE SEND THE FOLLOWING BY THE INDICATED DATES TO: John C. Peterson, RRS
The Center for Vocational Education
1960 Kenny Road
Columbus, Ohio 43210

September 15, 1977: Arrangements Sheet (for audio-visual, etc.)
Biographical Information Sheet

SESSION: General Session II

TITLE: Information Services

DATE: October 5, 1977

TIME: 8:30 - 9:30 A.M.

SHORT DESCRIPTION IN BROCHURE: Once information retrieval has been completed how can it be used to help teachers, administrators, and researchers.

LONGER DESCRIPTION FOR SPEAKERS:

Type of audience: All workshop participants will attend this session. Workshop attendance is limited to 50 individuals from Illinois, 20 from other states in the Midwest Region, and 10 from the Regional Exchanges. All will be involved in dissemination or interested in learning more about the effective use of information resources.

Objective: To orient participants to the interest sessions that will be held much of the day.

Discussion: One speaker from each of the interest groups will present a 7 - 8 minute synopsis of the interest group session that he or she will be conducting. These synopses should be detailed enough that people who will not be attending an interest session will be able to gain some information about what they missed. (It can also serve to whet the appetite of people who will be attending an interest session.)

Materials: No materials will be developed specifically for this session by RRS staff. Speakers may want to use some of the materials they have developed for the Interest Group Sessions.

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The Center for Vocational Education
1960 Kenny Road
Columbus, Ohio 43210

August 20, 1977: Copies of any additional handouts/overhead transparencies

September 15, 1977: List of any audio-visual materials needed
Biographical information sheet

SESSION: Interest Sessions

TITLE: Topic A--Selective Dissemination of Information (SDI) and Product Development

DATE: October 5, 1977

TIMES 9:30-10:25 A.M.
10:30-11:25 A.M.
1:00-1:55 P.M.

SHORT DESCRIPTION IN BROCHURE: How to reduce information overload through screening, reducing, and targeting information for specific needs with hands-on practice in developing information products.

LONGER DESCRIPTION FOR GROUP LEADER:

Type of audience: Participants will be grouped according to their indicated interests on the pre-registration cards. Attempts will be made to have about the same number of participants attend each of the three presentations of this topic.

Workshop attendance is limited to 50 individuals from Illinois, 20 from other states in the Midwest Region, and 10 from the Regional Exchanges. All will be involved in dissemination or interested in learning more about the effective use of information resources.

Objective: Participants will be able to develop strategies for disseminating information selectively to different groups and will develop a medium or short length information product.

Discussion: SDI is an information service designed to automatically and regularly provide current awareness of all literature in a specific topic area. Some SDI services search ERIC documents only. Others search materials in specific data bases.

Discussion should be held on how to establish a profile of descriptors for individuals so that they receive an update of titles, abstracts, microfiche, etc., on a monthly basis. What monthly updates should each person receive will depend upon the capabilities of the agency where a participant is located. Do they want to develop an ERIC Alert, Best of ERIC, Fiche of the Week, etc. targeted for specific groups?

How can a search be packaged once it has been conducted? Information products consist of short lists of topical items that have been annotated and put on cards in an attractive format as well as much longer and more extensive products. How can these packets be designed to be attractive and appealing to the intended audience? Participants are to design and mock-up a medium length and a short length product. Participants' ingenuity and creativity should be encouraged.

Materials: Examples of different types of SDI outputs will be available, e.g., MIC, CEC's SDI, ERIC Clips for participants to examine, critique. The group leader is encouraged to develop any additional materials that may be necessary and

Topic A (Cont.)

Materials: (Cont.) to have sufficient materials available for the participants' mock-ups. Leader-developed materials requiring duplication should be sent to the indicated address by August 20.

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Columbus, Ohio 43210

August 20, 1977: Copy of additional handouts/overhead transparencies

September 15, 1977: Arrangements sheet
Biographical Information sheet

SESSION: Interest Sessions

TITLE: Topic B--Information Resource Center Management

DATE: October 5, 1977

TIMES: 9:30-10:25 A.M.
10:30-11:25 A.M.
1:00- 1:55 P.M.

SHORT DESCRIPTION IN BROCHURE: How to make better use of libraries and other resource centers. Develop strategies for indexing, processing, maintaining, retrieving, and loaning materials in information resource centers.

LONGER DESCRIPTION FOR GROUP LEADER:

Type of audience: Participants will be grouped according to their indicated interests on the pre-registration cards. Attempts will be made to have about the same number of participants attend each of the three presentations of this topic.

Workshop attendance is limited to 50 individuals from Illinois, 20 from other states in the Midwest Region, and 10 from the Regional Exchanges. All will be involved in dissemination or interested in learning more about the effective use of information resources.

Objective: Participants will be able to develop strategies for indexing, processing, maintaining, retrieving, and loaning materials in information resource centers.

Discussion: Resource centers are located in all SEA's and LEA's. How can better use of the centers be made? How does a resource center differ from a library? If people are to utilize the information and materials that are in these resource centers they will need to know about them and how they can be used. How should the materials in these centers be indexed, processed, maintained, retrieved, and loaned?

This should be a discussion session. Participants should be able to ask questions and contribute to answers. The leader should act as a facilitator. Have a store of questions ready for the group that can be asked if they do not have any. Have some problem situations that might evoke a lively discussion from the entire group. Participants' ingenuity and creativity should be encouraged.

Materials: RRS does not plan to develop any specific materials for this session. If the group leader wishes to develop any materials for this session, then these should be sent to the indicated address by August 20.

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The Center for Vocational Education
1960 Kenny Road
Columbus, Ohio 43210

August 20, 1977: Copy of additional handouts/overhead transparencies

September 15, 1977: Arrangements sheet
Biographical Information sheet

SESSION: Interest Session

TITLE: Topic C: Computer Assisted Information Retrieval

DATE: October 5, 1977

TIMES 9:30-10:25 A.M.
10:30-11:25 A.M.
1:00--1:55 A.M.

SHORT DESCRIPTION IN BROCHURE: Advanced use of on-line computer for information retrieval. (Participants should have selected a topic and appropriate descriptors prior to attending session.)

LONGER DESCRIPTION FOR GROUP LEADER:

Type of audience: Participants will be grouped according to their indicated interests on the pre-registration cards. Attempts will be made to have about the same number of participants attend each of the three presentations of this topic.

Workshop attendance is limited to 50 individuals from Illinois, 20 from other states in the Midwest Region, and 10 from the Regional Exchanges. All will be involved in dissemination or interested in learning more about the effective use of information resources.

Objective: Participants will conduct an on-line computerized search of ERIC and other data bases for a topic of their choice.

Discussion: This is an opportunity for participants to conduct on-line computer searches of topics of their choice. Participants should have selected topics prior to attending this session. They should also have, as much as possible, selected the appropriate descriptors for the data bases they intend to search. Session leaders should act as facilitators. Since this will be an excellent opportunity for participants to search non-ERIC data bases, some of the descriptors may be unfamiliar and assistance should be provided to those who need it.

Materials: RRS does not plan to develop any specific materials for this session. If the group leader wishes to develop any materials, then these should be sent to the indicated address by August 20.

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1960 Kenny Road
Columbus, Ohio 43210

August 20, 1977: Copy of handouts/overhead transparencies

September 15, 1977: Arrangements sheet
Biographical Information sheet

SESSION: Interest Sessions

TITLE: Topic D: Evaluation and Use of Information

DATE: October 5, 1977

TIMES: 9:30-10:25 A.M.
10:30-11:25 A.M.
1:00--1:55 P.M.

SHORT DESCRIPTION IN BROCHURE: Specific techniques for evaluating and selecting information gathered from a search. Suggestions for the organization and use of this information.

LONGER DESCRIPTION FOR GROUP LEADER:

Type of Audience: Participants will be grouped according to their indicated interests on the pre-registration cards. Attempts will be made to have about the same number of participants attend each of the three presentations of this topic.

Workshop attendance is limited to 50 individuals from Illinois, 20 from other states in the Midwest Region, and 10 from the Regional Exchanges. All will be involved in dissemination or interested in learning more about the effective use of information resources.

Objective: Participants will be able to systemtically compile, screen and organize search outputs.

Discussion: Output from a search is often voluminous. This session will provide guidelines evaluating the search output. What are some procedures that should be followed to quickly decide whether a document fits the needs of the searcher's problem? How can this information be organized to be of most benefit? Are there any categories in which it could be separated?

Perhaps even more important, would it have been possible to narrow the search by using different descriptors, asking only for certain types of documents, selecting documents from the last three years, etc.? How can the most effective computer search be designed so that the searcher spends as little time as possible weeding out extraneous documents?

Materials: RRS does not plan to develop any specific materials for this session. The group leader is encouraged to develop appropriate materials. One copy of these materials should be sent to the indicated address by August 20, so they may be reproduced in quantities sufficient for the participants.

PLEASE SEND THE FOLLOWING BY THE INDICATED DATES TO: John C. Peterson, RRS
The Center for Vocational Education
1960 Kenny Road
Columbus, Ohio 43210

August 20, 1977: Copy of handouts/overhead transparencies

September 15, 1977: Arrangements sheet
Biographical Information sheet

APPENDIX E

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INFORMATION RESOURCES WORKSHOP

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